



Terms of Reference

Support the reform towards an upgraded forest and nature management authority in Suriname

Position	Public administration and institutional reform expert(s)
Type	Team of consultants (national and/or international)
Description	Provide support for the transition to a contemporary and integrated Forest and Nature Authority (BOSNAS)
Project	“Strengthening national capacities of Suriname for the elaboration of the national REDD+ strategy and the design of its implementation framework”
Duration	15 August - 31 December 2018 (60 workdays)
Location	Own office space and meetings at the relevant institutions in Suriname.
Report to	BOSNAS Committee

1. Background

Suriname is in the process of REDD+ readiness and aims to be “REDD+ Ready” by 2020. Four elements need to be established in the REDD+ readiness phase before a country can be eligible to move forward to REDD+ implementation and obtain results-based payments: (1) a REDD+ National Strategy or Action Plan, (2) a Forest Reference (Emission) Level, (3) a National Forest Monitoring System, and (4) a Safeguards Information System. In addition, the readiness phase should ensure that the right structures are in place to be able to successfully manage REDD+ implementation. This includes among others relevant strengthening of institutions, human capacity, information flows, governance and engagement structures.

NIMOS is the overall coordinating institution for the National REDD+ Program, under the supervision of the Office of the President, Coordination Environment. The Foundation for Forest Management and Production Control (SBB), an agency of the Ministry of Spatial Planning, Land- and Forest Management (Min RGB), is responsible for the development and the implementation of the National Forest Monitoring System, the development of the Forest Reference Emission Level (first one has been submitted 8 January 2018), and all work related to Sustainable Forest Management within the National REDD+ Strategy. Within reporting to the Forest Carbonship Facility Partnership (FCPF) and the Mid Term Review, the importance of building strong institutional capacities within the key institutions has been mentioned repeatedly as a condition to be REDD+ Ready¹.

To overcome current institutional weaknesses and to generally support Sustainable Forest Management within the country, the Minister of RGB has committed to establish a Forest and Nature Authority (BOSNAS). Within this process the SBB will be merged with the National Forest Service (LBB) including the Nature Conservation Division (NB) of the Ministry of RGB.

¹ <https://erc.undp.org/evaluation/documents/download/10329>

The intention is to create a strong, contemporary and holistic authority, responsible for the management of the Nature and Forest areas in the country. The National Forest Monitoring System will be institutionalized as an integrated component of the authority. Currently many of the thematic activities within the REDD+ Strategy are fragmented within different institutions. BOSNAS will be instrumental in ensuring successful implementation of the REDD+ Strategy, since it will enable cost-effective and efficient implementation and support the country in its commitment towards remaining the most forested country in the world.

2. Scope of work

To prepare for a smooth transition towards the establishment of the Forest and Nature Authority (BOSNAS), the Minister has established the BOSNAS Committee, composed of representatives of the different institutions directly affected by this reform. By the end of 2018 the transition towards BOSNAS should be initiated through the approval of the legal framework by De Nationale Assemblée (Parliament of Suriname).

The role of this consultancy is to provide support to the BOSNAS Committee to advance the planning that will make it possible to carry out the institutional reforms. The work to be implemented is a follow up of the activities carried out during an earlier phase in 2003-2005.

	Planned activities	Deadline
1	<p>Review and fine tune the organisational structure</p> <p>The BOSNAS Committee has developed a proposed organisational structure for the BOSNAS, including a comprehensive description of the tasks of the different departments. This structure is based on the vision, mission and task description of BOSNAS that has also been prepared by the Committee. The consultant will review these proposals and finalize them in collaboration with the BOSNAS Committee, aiming for the most cost effective and efficient functioning of the authority.</p> <p>Based on the organisational structure, a general assessment of the capacities needed to establish the new organisation will be carried out.</p>	30 Aug 2018
2	<p>Develop job descriptions and salary structure</p> <p>To achieve the Goals of the BOSNAS, it will be crucial to recruit professionals for the various positions to be filled successfully within the BOSNAS against competitive remunerations. Therefore, based on the final organisational structure, the consultant will work in close collaboration with the members of the BOSNAS Committee on the staff profiles, job descriptions and salary structure.</p>	30 Sept 2018
3	<p>Carry out a capacity gap analysis</p> <p>Based on the assessment of the current capacities at the institutions, the organisational structure and existing job descriptions, the consultant will carry out a capacity gap analysis (including training needs assessment) in collaboration with the BOSNAS Committee.</p>	31 Oct 2018
4	<p>Plan the transition process</p> <p>To guarantee a smooth transition from the current institutions to the new</p>	30 Nov 2018

	<p>authority, the transition process needs to be planned. This includes a capacity strengthening plan (including training plan), but also the legal aspects of contract management to be described in a Roadmap towards the establishment of BOSNAS.</p>	
--	--	--

3. Tasks, deliverables and payments

Deliverable	Planned date	Payment	Indicators
Contract signed	15 Aug 2018	10%	Contract Work plan
Final organisational structure with the job descriptions, capacity needs assessment and proposed rewarding structure	30 Sept 2018	30%	Job descriptions Proposed rewarding structure General capacity needs assessment
Capacity gap analysis of current institutions and the required capacities for BOSNAS	31 Oct 2018	30%	Report on capacity gap analysis
Plan transition process	30 Nov 2018	30%	Roadmap towards the establishment of BOSNAS

4. Professional requirements

The consultant needs to fulfil the professional requirements listed below. In case of a team of consultants working together, the team needs to collectively meet all the requirements:

- Previous experience as a senior expert or team leader in public institutional development and capacity building projects
- At least 15 years of relevant experience
- Academic degree in public administration, public policy, environmental governance or similar field
- Demonstrated expertise in institutional strengthening and governance reform
- Experience working in the environment/development/policy/land use sectors in Suriname
- Experience with the forest and nature sector in Suriname is a plus
- Proven understanding of the national context and governance systems
- Acquaintance with the network of national (governmental) stakeholders
- Work experience in Suriname and a sound understanding of the Suriname context and policies of the Government of Suriname



- Affiliation with REDD+ in Suriname and especially the National Forest Monitoring System to be institutionalized
- Understanding of the Ministry of RGB and its forest and nature related agencies is required
- Proficiency in written and spoken Dutch/ English is required and proficiency in Sranan is a plus

5. Application procedures

To apply for this consultancy, please submit your expression of interest in the form of a cover letter and CVs of all individuals included in the team of consultants. The length of the cover letter should be maximum two pages (excluding annexes) and should describe your motivation for applying to this consultancy, a proposed work plan, a financial overview, and a description of the team composition and experience with similar tasks. The letter should be addressed to the BOSNAS Committee and be signed by the proposed team leader in the consultancy team.

Please submit your application no later than 28 July 2018 via e-mail office.redd@nimos.org with a cc to sec.dir.rgb@gmail.com with the subject line “*Consultancy Application BOSNAS*”.